Application Instructions
Aquatic Invasive Species (AIS) Control Grants

BEFORE YOU START

How to Prepare
Before completing your application, please thoroughly review the application guidelines, read the ranking criteria for your proposed project type (located in the appendix of the guidance booklet), and talk with your regional DNR AIS/Lake/River Coordinator and/or Environmental Grant Specialist for your area.

Is your Organization Eligible for a Grant?
Counties, towns, cities, villages, tribes, sanitary districts, protection and rehabilitation districts, and school districts working with another eligible sponsor are automatically eligible. If your organization is other than those listed above and you are a first-time applicant, you must complete and submit an *Organizational Application form (#8700-226 for Lake Management Organizations or #8700-287 for River Management Organizations*), preferably well ahead of the grant application deadline. Applications from organizations not eligible for funding <u>at the time of application deadline</u> will not be considered for funding.

Postmark Deadlines

No Deadline --	• Early Detection and Rapid Response Project
February 1 and August 1 –	• Education, Prevention and Planning Projects • Established Infestation Control project

Send completed application to your regional DNR AIS/Lake/River Coordinator
The complete application includes the AIS application form and all attachments required for the type of project for which you are applying. Contact your regional DNR AIS/Lake/River Coordinator or Environmental Grant Specialist at any time if you have questions or need clarification of any requirement.

INSTRUCTIONS BY SECTION

Section I: Application Type

Check the box next to the project type that most closely describes the project you are proposing.

Section II: Applicant Information

<u>Applicant</u>: The applicant must be a county, town, city, village, town sanitary district, public inland lake protection and rehabilitation district, school districts, other local governmental unit as defined in s. 66.299, Wis. Stats., tribal unit of government, qualified lake association, or qualified nonprofit conservation organization. Name the applicant and check the box that describes the applicant.

<u>Authorized Representative Named by Resolution</u>: The Authorized Representative must be the person whose name or position appears on an authorizing resolution approved by the applicant's governing body. Governing bodies are encouraged to designate a position, such as "County Conservationist", "Mayor", or "Treasurer" as opposed to naming a specific individual since this eliminates the need to approve and submit a new resolution should staff within the designated position change. The Authorized Representative typically performs the following duties on behalf of the applicant:
- signs the application and all grant-related documents
- receive grant payments on behalf of the applicant
- takes necessary action to complete the proposed project.

The Authorized Representative must be a member, employee, commissioner or board member for the sponsoring governmental unit or organization. <u>A consultant hired by the applicant may not be named as authorized representative for the project</u>.

<u>Project Contact Name</u>: The contact person is the person the applicant designates to perform day-to-day management and coordination of the project. The contact person may or may not be the same person as the authorized representative. The applicant may choose to designate a consultant as the contact person.

Section III: Project information

<u>Project Title</u>: Give a descriptive title for the project that includes the name of the waterbody and/or project area.

<u>Proposed Ending Date</u>: The project ending date must be either June 30 or December 31 of the year you plan to complete your project. All expenditures must be completed by the project ending date. Final reports and payment requests with supporting documentation must be submitted within six months of the project ending date.

<u>Other Management Units around Waterbody</u>: List other management units, including municipalities and organizations that are in or adjacent to the project area. Check the corresponding box for each management unit from which you have included a letter of support for your project.

Section IV: Public Access

AIS Grants are available only for waterbodies that have public access per NR l.91, Wis. Admin. Code. List the number of public vehicle trailer parking spaces available at public access sites. Then list the number of all public access sites on the waterbody, including boat launches and walk-ins.

(If the project waterbody has access or facilities other than those called for on the form, please describe these in your project narrative.)

Section V: Cost Estimate and Grant Request

The cost estimate is divided into two columns for each cost category, Cash Costs and Donated Value. This section must be completed or the application will be returned. Details in support of Section V are welcome.

> Column 1, Cash Costs, are those costs the applicant expects to incur specifically for the project and will pay in cash, either out-of-pocket or with grant funds. Column 2, Donated Value, includes the value of donated labor, services, and goods that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means.

Enter your projected costs for each applicable cost category 1 through 11 listed in Section V, indicating for each category the portion of the cost that is a Cash Cost and the portion that is Donated Value. Most projects won't have costs in all categories. Refer to the instructions below for descriptive notes for certain cost categories that may not be self-explanatory or which have special requirements.

1. Salaries, Wages and Employee Benefits: Column 1, Cash Costs, includes salaries, wages and employee benefits paid by the applicant to its own employees for work directly allocable to the grant project and documented by Force Account Worksheets and Summaries. Column 2, Donated Value, includes the value of labor donated to the project. The value of such labor is limited to a maximum value of $8.00 per hour and must be documented on Donated Labor and Services Worksheets and Summaries provided with the grant agreement.

2. Consulting Services: Column 1, Cash Costs, include the full cost of the consulting contract(s) for the project. Column 2, Donated Value, includes the value of donated professional consulting services valued at the rate the professional person actually receives for similar work performed for pay.

3. Purchased Services -- Printing and Mailing:

4. Other Purchased Services (specify):

5. Plant Material: Plant, seed, mulch and erosion control materials. Rock riprap for erosion control shall have prior approval from the DNR.

6. Supplies (specify): Supplies are consumable items.

7. Depreciation on Equipment: If you are purchasing equipment for the project, using equipment owned by the applicant, or accepting donations of equipment use, please consult with your regional DNR Environmental Grant Specialist for information on the waterbodies grant equipment depreciation and hourly use policy.

8. Hourly Equipment Use Charges: You can find the DOT highway rates for equipment rental by going to:
    https://trust.dot.state.wi.us/extntgtwy/dtid_bho/extranet
    Before you can gain access to this site, you must create an account and password, then register on-line.

9. State Lab of Hygiene (SLOH) Costs: If your project includes the collection of water chemistry samples and analysis at the State Lab of Hygiene, you must get a completed projected SLOH costs spreadsheet from your regional DNR AIS/Lake/River Coordinator and submit it with your application. Enter the total cost for testing from that form on Line 9 in Column 1. Do not enter anything in Column 2 of Line 9.

10. Non-SLOH Laboratory Costs: Enter on this line the costs of laboratory work at non-SLOH laboratories. You must have prior approval from the DNR to use a lab other than the State Lab of Hygiene. If you put costs on this line, include in your project description information on which lab you plan to use and how many samples you plan to submit.

11. Other: List costs that are needed to implement the project but are not captured in Lines 1 through 12, above, and enter the sum of these costs.

12. Subtotals: Sum the values in Column 1, Cash Costs, and enter the total in Column 1 on Line 12. Add the values in Column 2, Donated Value, and enter the total in Column 2 on Line 12.

13. Total Project Cost Estimate: Add Column 1, Line 12, and Column 2, Line 12. Enter the sum in the box for Line 13. This is your total project cost estimate, including costs the applicant will pay with cash and the value of donated labor, services and goods.

14. State Share Requested: The state share requested is 50% of the total project cost estimate from Line 13 up to the maximum grant amount for your project type, and not exceeding the total cash costs from Line 12, Column 1. You may use the worksheet below to calculate the state share requested.

   a) Total project cost estimate from Line 13   _____

   b) Figure on a) times .50   _____

   c) Maximum grant amount for project type   _____

   d) The lesser of b) or c), above   _____

   e) Cash costs from Line 12, Column 1   _____

   f) The lesser of or d) or e), above   _____

   Enter the amount from f), above, in the box for Line 14. This is the maximum state share you may request.

Section VI: Attachments

To complete your application, you must submit all attachments indicated on the checklist as required for your project type. As applicable, submit the attachments listed in Section A. Please review the headings for Sections B through E to identify those sections that apply to your organization and/or project type. Check the box next to each listed attachment that you are including with your application.

Refer to the instructions below for descriptive notes for certain attachments that may not be self-explanatory.

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A. For all applicants:

A.1. <u>Authorizing resolution</u>: A sample authorizing resolution for AIS Control Projects (as well as a separate sample resolution for school districts) are located in the guidance in the Appendix. Select the sample resolution that matches your project type and use it as a model for your own. The resolution must be passed by the applicant's governing body, and properly signed and dated. (Remember that you may not designate a contracted consultant as your authorized representative.) Rapid Response projects need a resolution before grant award but not for the application.

A.2 <u>Letters of support</u>: The DNR's objective in requesting these letters is to ensure that other management units that may be affected by the project are aware that it will be carried out, and have the opportunity to indicate whether or not they support the project. Rapid Response projects do not need letters of support.

A.3: <u>Map of project location and boundaries</u>: Let the map(s) you provide fit the complexity of the project. For small, simple projects, a simple location map, such as a copy of a page from a plat book or a county map with the project waterbody circled will do.

A.4: <u>Itemized expenses</u>: For each cost category for which you estimated costs in Section V, provide a brief explanation of what the cost will cover and how you calculated the amounts you entered on Lines 1 through 13 in Schedule V.

A.5: <u>State Lab of Hygiene (SLOH) Projected Cost Form</u>: This is required only for those applicants who will send samples to the SLOH for testing. This form is not included in this application packet and must be obtained from the AIS/Lake/River Coordinator.

A.6: <u>Project scope/description</u>: This is the heart of your grant application, and should provide the grant reviewer with a narrative that gives a full picture of your project. Write your project description commensurate with the size and complexity of your project Be sure to thoroughly address every element on the checklist for project description, a. through k.

B. First-time applicants that are Lake Management Organizations (LMOs), River Management Organizations (RMOs) or Non-profit Conservation Organizations (NCOs).

B.1 <u>For LMOs/RMOs only:</u> Include a completed Form #8700-226 (Lake Association Organizational application) or #8700-287 (River Management Organization). This form is available in the appendix of the lake or river grant application guidance package. See the table of contents for page number.

B.2. <u>Documentation of Financial Status</u>: Either a copy of the most recent audited financial statement or the most recent IRS 990 filing will usually suffice. You may also include additional information that evidences your organization's financial capability to provide the "local share" and complete the proposed project.

Attachments C. through E: Please refer to the section in the guidance booklet that pertains to your project type for more detailed descriptions of the required attachments.

Section VII: Certification

Be sure that the person named on the authorizing resolution is the one who signs and dates the application!